

Personal & Professional Progress Plan (P⁴)

John Barletta, Ph.D.

The thinking that we *are* has brought us to where we have already been.
In order to go somewhere else we must think in a *different* way.

Albert Einstein, Ph.D.

Name: _____

Date: _____ / _____ /20_____

Facilitator: _____

Location: _____

This document has been provided to facilitate the process of **reviewing** and **planning** personal *and* professional growth. Self-review and development can be informed by a role description, agency policy, mission/vision statements and strategic initiatives.

You will find it valuable listing and appraising **achievements**, setting **goals**, developing **plans** and implementing strategies for **action**. The encouragement in this approach is that you consider your **dreams**, perhaps with a need to move from your comfort zone. **Change** can be seen as risky *but* it is exciting...and we need to remove any **interference**.

In this process, you need to consider your **readiness**, **willingness** and **capacity** for growth and development. **Optimism** and **creativity** are critical and contagious.

You are encouraged to consider what is **meaningful** to you, what you are **competent** at and what you **enjoy** doing. During this process, bear in mind the needs of your **body**, **head**, **heart** and **soul**...be bold, passionate, inspiring and dedicated.

This document is **CONFIDENTIAL**, yet you may desire to share it with others who will be additive to the process (i.e., colleagues, family, friends, manager, supervisor, therapist).

No other technique for the conduct of life attaches the individual so firmly to reality
as laying emphasis on work;

For your work at least gives you a *secure* place in a portion of reality
in the human community.

Sigmund Freud, M.D.

1. Activities Completed in Period under Review

(a) Personal Development

Summary of Activities

Reflections & Appraisal of Achievements

1. Activities Completed in Period under Review (cont'd)

(b) _____

Summary of Activities

Reflections & Appraisal of Achievements

1. Activities Completed in Period under Review (cont'd)

(c) _____

Summary of Activities

Reflections & Appraisal of Achievements

1. Activities Completed in Period under Review (cont'd)

(d) _____

Summary of Activities

Reflections & Appraisal of Achievements

1. Activities Completed in Period under Review (cont'd)

(e) _____

Summary of Activities

Reflections & Appraisal of Achievements

1. Activities Completed in Period under Review (cont'd)

(f) _____

Summary of Activities

Reflections & Appraisal of Achievements

2. Desired Goals

(a) Personal Development

3. Action Plans

(by when, with whom)

Personal Development

(b) _____

2. Desired Goals (cont'd)

(c) _____

3. Action Plans (cont'd)
(by when, with whom)

(d) _____

2. Desired Goals (cont'd)

(e) _____

3. Action Plans (cont'd)
(by when, with whom)

(f) _____

- 4. Additional Personal/Professional Support and Development**
(conferences, consultation, counselling, mentoring, networking, professional associations, reading, supervision, study, training)

- 5. Issues You Would Like to Address with the Organisation**
(admin, communication, finance, promotion, resources, role, support)

If you've got *time* and you've got *patience*, you can do anything.
Biagio Vincenzo Barletta

6. Any Other Comments You Would Like to Note

7. How and When Reviews will Occur

(contact at 3-months for *motivation/progress* & at 12-months for *evaluation*)

Method: _____
(phone, email, face-to-face, Skype)

Date: _____ / _____ /20
(3-months)

Method: _____
(phone, email, face-to-face, Skype)

Date: _____ / _____ /20
(12-months)

8. Signatures

(shows commitment)

Staff: _____

Facilitator: _____

I know of no more encouraging fact than the *unquestionable* ability of people
to elevate their life by *conscious* endeavour.

Henry David Thoreau

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